

Objections to Motions *For Attorneys*

Attorneys file a variety of responses, objections and answers. The following instructions will guide you through the Electronic Case Filing system for docketing events such as responses, objections and answers. Although the example demonstrates a Response to a Motion for Relief from Stay, the same steps would be followed for any other type of response, reply or answer.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

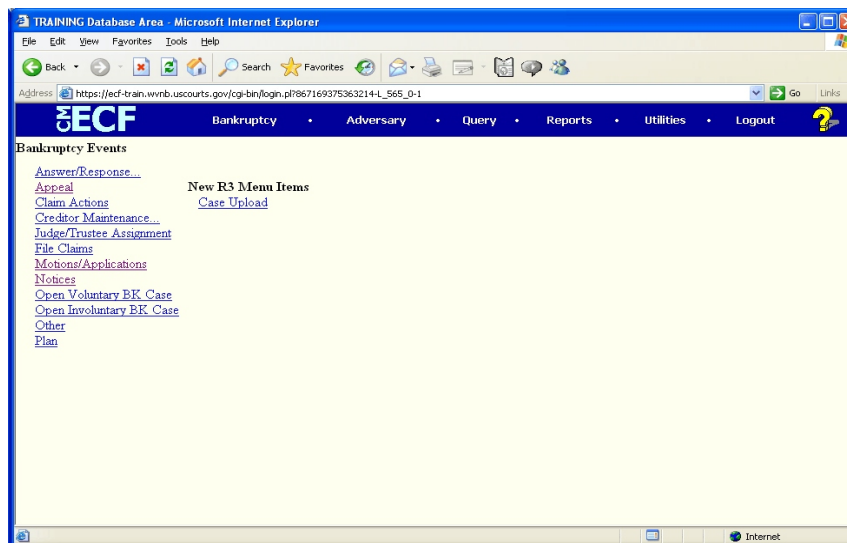


Figure 2

- ◆ Click the Answer/Response hyperlink.
- STEP 3** The **ANSWER/RESPONSE TYPE** screen displays. (See Figure 3.)
- ◆ Click the Reference an Existing motion/application hyperlink.

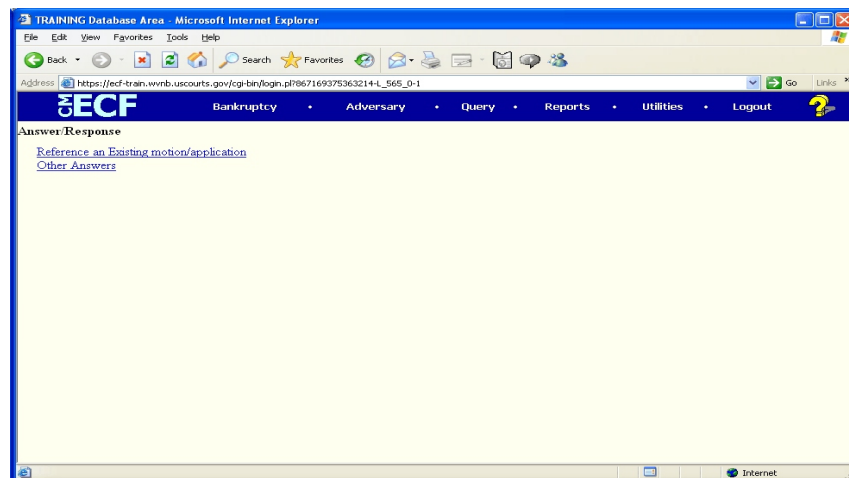


Figure 3

STEP 4 The **CASE NUMBER** screen displays (See Figure 4.)

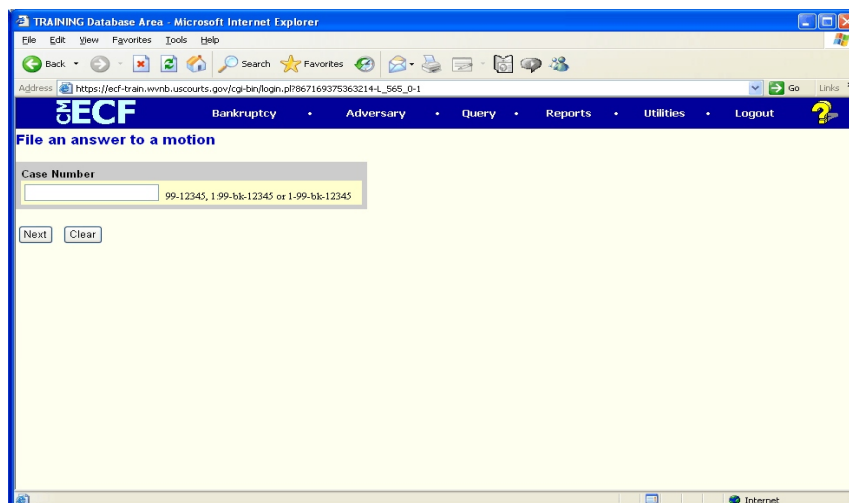


Figure 4

- ◆ Enter the case number in yy-nnnnn format.
- ◆ Click **[Next]** to continue.

STEP 5 The **DOCUMENT TYPE SELECTION** screen displays. (See Figure 5.)

- ◆ Verify the case number and case name.
- ◆ If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.

NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the **[Back]** button at any time during this docketing process to verify former screens until the final submission.

- ◆ Click the down arrow in the **Document Type** pick list to reveal list document options. (See Figure 5.)
- ◆ Your choices in the starter database are Answer to Interrogatories, Objection, Reply or Response. Select **Objection**. (See Figure 5.)
- ◆ Click **[Next]**.

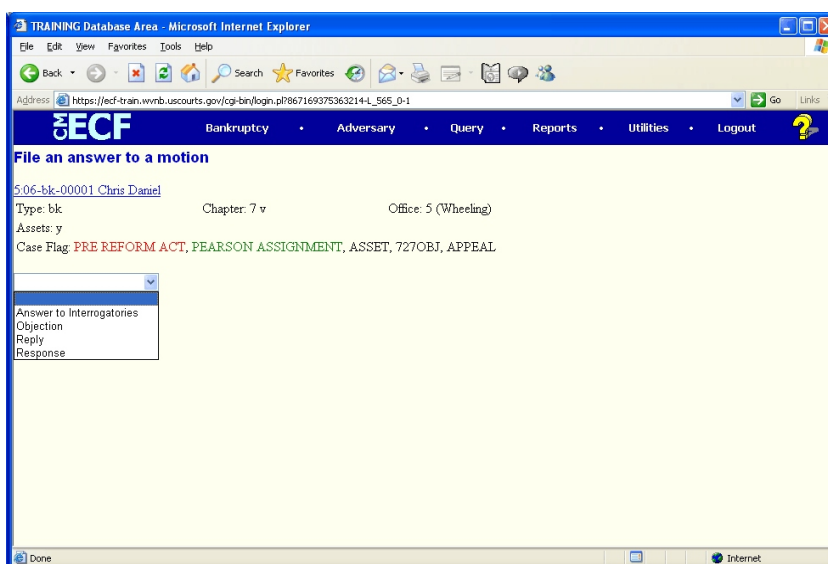


Figure 5

STEP 6 The **JOINT FILING** screen displays. (See Figure 6.)

- ◆ This screen will only be used if another attorney is joining in this filing. If you are the only attorney filing this application, skip this screen.
- ◆ If this were a joint filing and the box were checked, a listing of attorneys presently on the case would be presented for selection.
- ◆ Click **[Next]**.

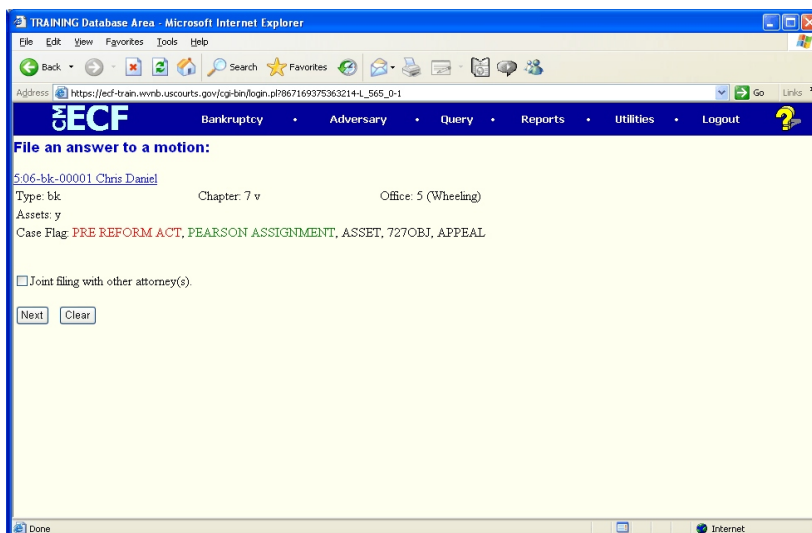


Figure 6

STEP 7 The **SELECT PARTY** screen displays. (See Figure 7.) All participating parties on the case will appear on this list.

- ◆ It will be assumed that the objection is being tendered by the attorney for the debtors. Therefore, click to highlight the name of the debtor filing the objection. (Holding down the **[Ctrl]** key will allow for the highlighting of more than one name should there be joint debtors.

NOTE: Refer to Section 9 in this Training Manual, **Multi-Part Motions**, Steps 6-10, to add a new party.

- ◆ Click **[Next]**

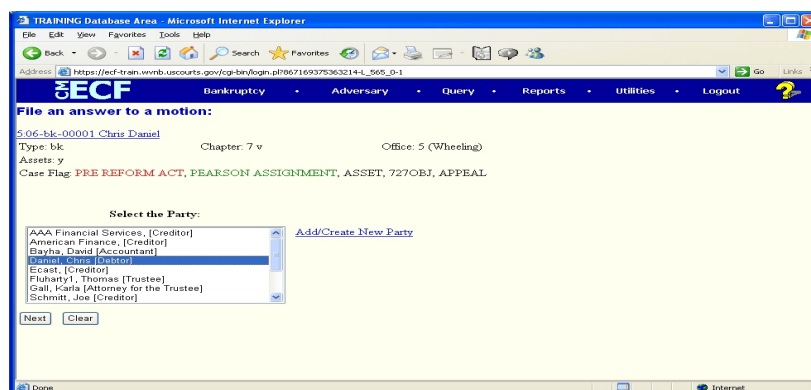


Figure 7

STEP 8 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 8.)

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located. Double-click the PDF file to select it.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files(*.*)**.

NOTE: If you wish to view the image before selecting to be sure you have chosen the correct file, before double-clicking, first right click on the highlighted filename and click on **open**. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
- ◆ Click **[Next]** to continue.

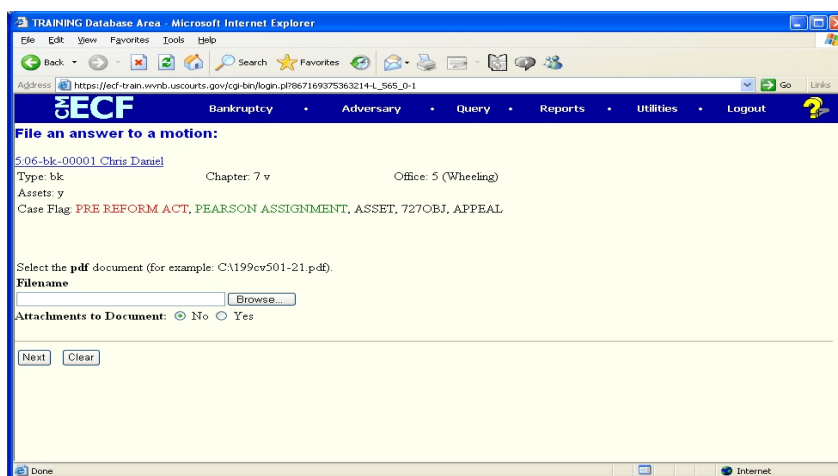
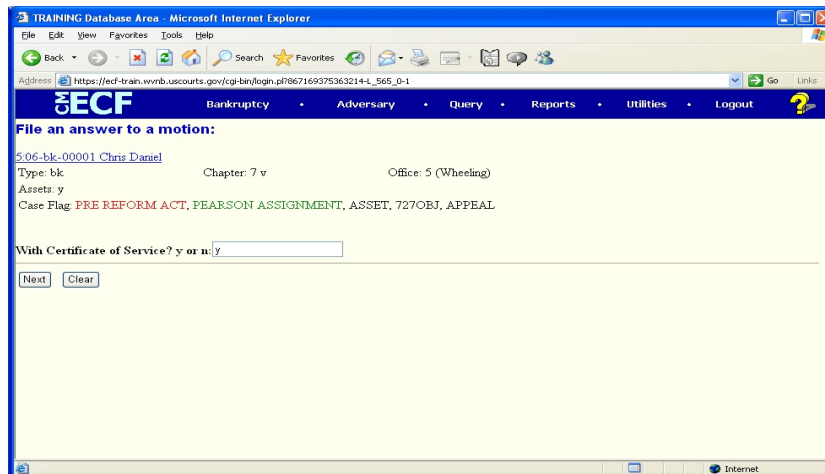


Figure 8

STEP 8 See Figure 9.

- ◆ Insert **y** or **n** after ***With Certificate of Service?***
- ◆ Click **[Next]** to continue.



TRAINING Database Area - Microsoft Internet Explorer

Address: https://ecf-train.wvrb.uscourts.gov/cgi-bin/login.pl?671693753632144_565_0-1

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File an answer to a motion:

5:06-bk-00001 [Chris Daniel](#)

Type: bk Chapter: 7 v Office: 5 (Wheeling)

Assets: y

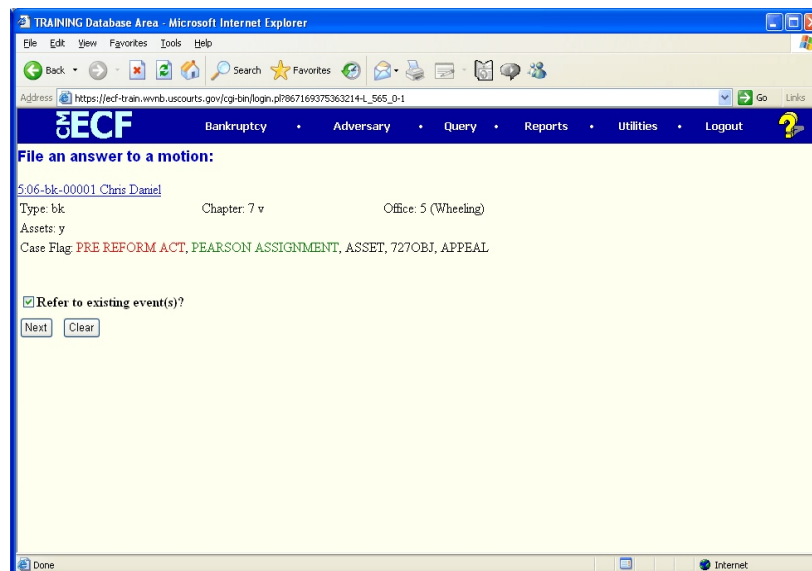
Case Flag: PRE REFORM ACT, PEARSON ASSIGNMENT, ASSET, 727OBJ, APPEAL

With Certificate of Service? y or n:

Figure 9

STEP 10 The *Refer to Existing Event(s)?* screen will display. (See Figure 10.)

- ◆ Select *Refer to Existing Event(s)?*
- ◆ Click **[Next]** to continue.



TRAINING Database Area - Microsoft Internet Explorer

Address: https://ecf-train.wvrb.uscourts.gov/cgi-bin/login.pl?671693753632144_565_0-1

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File an answer to a motion:

5:06-bk-00001 [Chris Daniel](#)

Type: bk Chapter: 7 v Office: 5 (Wheeling)

Assets: y

Case Flag: PRE REFORM ACT, PEARSON ASSIGNMENT, ASSET, 727OBJ, APPEAL

☒ Refer to existing event(s)?

Figure 10

STEP 11 The ***File an answer to a motion:*** screen displays. (See Figure 11.)

- ◆ Click on motion category.
- ◆ Click **[Next]** to continue.

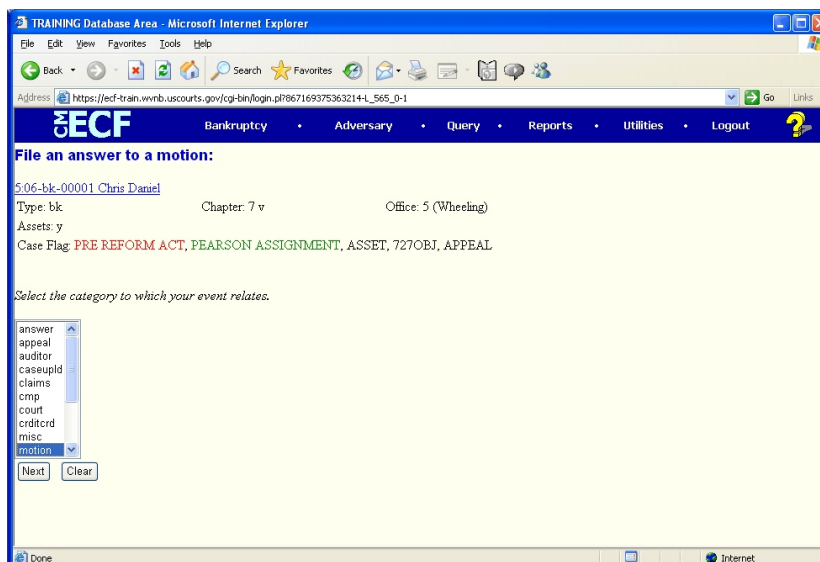


Figure 11

STEP 12 Select the appropriate motion you wish to object to by clicking in the box next to the date. If there is more than one possibility, click on the document number hyperlink to view the imaged application or motion. (See Figure 12.)

- ◆ Click **[Next]**.

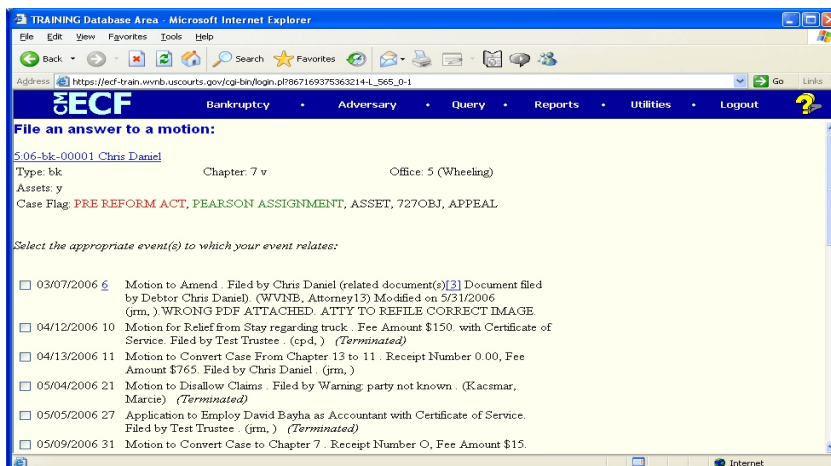


Figure 12

STEP 13 The **MODIFY DOCKET TEXT** screen appears. This screen will display a prefix box and a supplemental text box to add more detail to the docket text. (See Figure 13.)

- ◆ Click the down arrow to display the prefix options. Select a descriptive prefix, if it is appropriate.
- ◆ If necessary, add detail to the final text.
- ◆ Click **[Next]**.

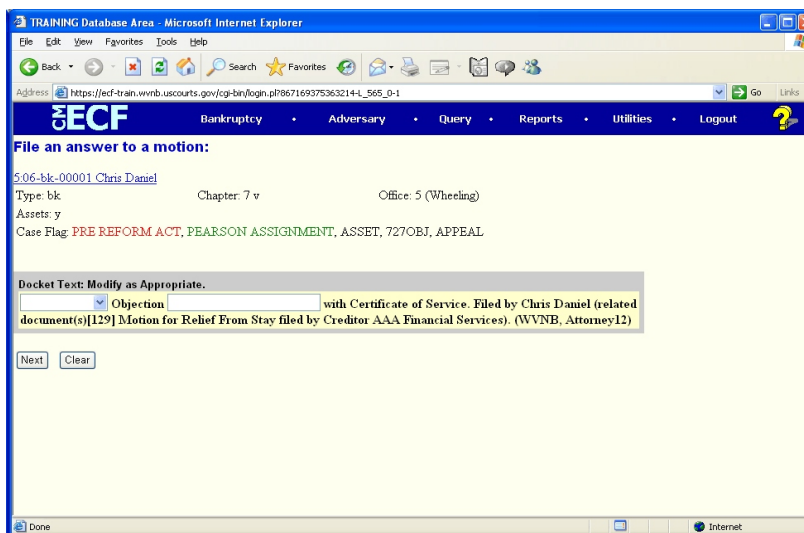


Figure 13

STEP 14 The **FINAL DOCKET TEXT** screen appears. (See Figure 14.)

- ◆ Use caution on this screen and proof the contents of the entry carefully. Read the **Attention!!** notice.
- NOTE:** To abort or restart the transaction at any time, click the Bankruptcy hyperlink on the main menu bar.
- ◆ When you click **[Next]**, the entry is sent to the court's database.

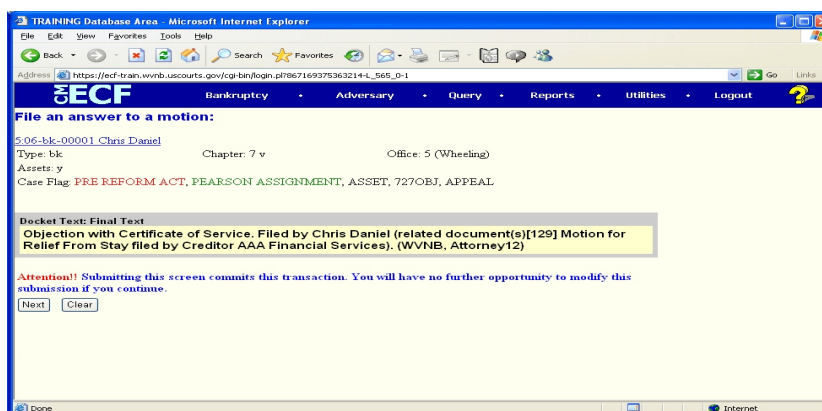


Figure 14

STEP 15 The **NOTICE OF ELECTRONIC FILING** screen appears. (See Figure 15.)

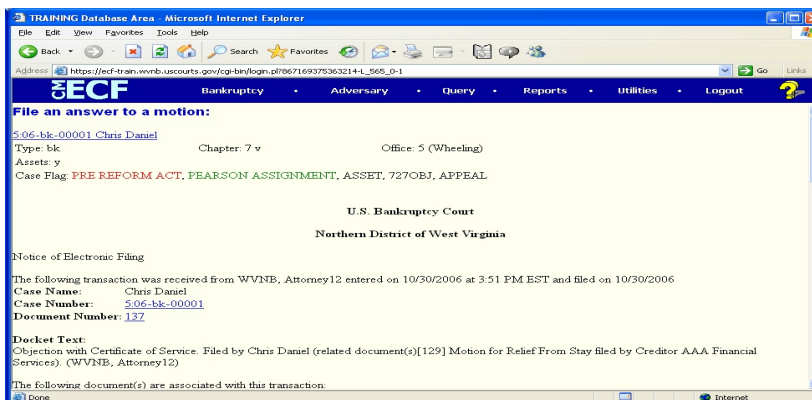


Figure 15

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.